



# Memorandum

**TO:** HONORABLE MAYOR AND CITY COUNCIL

**FROM:** Richard Doyle  
City Attorney

**SUBJECT:** CITY ATTORNEY'S OFFICE  
BUDGET REDUCTION PLAN

**DATE:** May 27, 2008

## RECOMMENDATION

Approve the City Attorney's Office 2008-09 Budget Reduction Plan proposed in this memorandum.

## BACKGROUND

The City Attorney's Office submits this Manager's Budget Addendum (MBA) to revise the budget reduction plan outlined in MBA #8 dated May 20, 2008.

## ANALYSIS

The City Attorney's Office has been working together with the Mayor's Office to develop a budget plan that meets the reduction target and, at the same time, provides the Office with adequate resources to maintain the present level of legal services provided to the entire organization through 2008-09. Achieving these goals has been especially difficult this year as reduction actions implemented over the past six years have decreased Office resources to minimum levels.

The information provided in the Analysis section of MBA #8 remains unchanged. The Office can meet the 6% reduction target, but cannot achieve the 83% ongoing target without eliminating key attorney positions and reducing service delivery. Meeting the 83% ongoing reduction target would result in the need to hire outside counsel for legal services no longer provided by the City Attorney's Office, which would be more costly for the City than to keep legal work in-house.

After further consultation with the Mayor's Office, the ongoing reduction target has been adjusted, and this change, combined with a recently announced upcoming retirement, gives the Office an opportunity to implement a budget reduction plan that minimizes the impact on service delivery, reduces the need to hire outside counsel, and avoids employee layoffs.

## REDUCTION PLAN

The following proposed reduction plan meets the 6% reduction target, with 52% in ongoing savings. Consistent with past practice throughout the prolonged economic downturn, the Office

**REDUCTION PLAN (CONT'D.)**

will attempt to absorb the workload; however, it is important to fill critical vacant positions as soon as possible.

Title	2008-09 General Fund	Subtotals
Eliminate Legal Admin Asst II, #15490 (vacant 1/07)	\$ 78,282	\$ 78,282
Reallocate 0.10 Legal Admin Asst II, #7395 to Airport Fund	\$ 8,698	\$ 86,980
Eliminate Chief Dep City Atty, #6416 (vacant 6/29/08)	\$249,794	\$336,774
One-Time Freeze- Sr. Dep City Atty, #5669 (vacant 3/31/08)	\$186,222	\$522,996
Reallocate 0.20 Dep City Atty #6475 to SSUC Fund (incl overhead change)	\$ 23,438	\$546,434
One-Time Freeze - Research Atty, #7996 (vacant 1/18/08)	\$ 59,202	\$605,636
One-Time Reduction to Non-Personal/Equipment	\$ 43,566	\$649,202

**CONCLUSION**

Approval of the reduction plan proposed in this memo meets the Mayor's 6% reduction target, enables the Office to maintain the present level of legal services provided to the entire organization through 2008-09, avoids employee layoffs, and is more cost-effective for the City as it reduces the need to hire outside counsel.

During the next year, the Office will continue to work on streamlining processes and enhancing the use of technology to improve operational efficiencies. In addition, the Office will evaluate the workload to identify areas where legal services can be modified. The City Attorney's Office remains committed to providing excellent legal services in a timely manner, and looks forward to discussions with the Mayor, City Council and client departments to best serve the needs of the organization and the community.



RICHARD DOYLE  
City Attorney